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DEPUTY DIRECTOR FOR ADMINISTRATION

Inspection and Security

(1) Special Training and Indoctrination Course

This course is designed to give a brief indoctrination in the functions and responsibilities of CIA and of I&S, and basic training in the techniques of investigation as they apply to work performed by I&S investigators. The duration of the course is three weeks. It is given at five week intervals. About 30 persons from I&S and 3 from other offices are used as lecturers. The average class includes 17 students.

Medical Office

(1) Medical Technician Training Course

This course is designed primarily for technicians who are going into the field. It includes a four-week training period at [redacted] and covers anatomy, physiology, and other related subjects. The number of students in the class varies. The present number is four. There is one training technician and one medical officer serving as instructors.

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General Counsel

(1) This office gives one-hour lectures approximately every two weeks to O/PC and O/SO Administrative Offices and Section Chiefs covering function and organization of legal staff and types of legal problems likely to be encountered in the field.

Comptroller

(1) Finance representatives act as instructors for the "finance" portion of the one week administrative course conducted by covert training.

Each employee proceeding overseas is given individual briefing on matters pertaining to pay, allowances, travel and related matters.

Occasional instruction and briefing lectures are given by Finance employees to special groups at the request of operations offices.

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The Finance Division conducts on-the-job training for all new employees hired by the Division for headquarters or overseas assignments and for certain administrative employees of the operating offices who are detailed to the Finance Division prior to proceeding to overseas station assignments which require a knowledge of financial reporting and accounting. Duration of this training ranges from one week to three months. One finance employee devotes full time to the supervision of this on-the-job training. The training consists of reading regulations, discussions, practice work on accounts, actual work on accounts under close supervision and rotation between the various functional units of the Finance Division.

#### Personnel Office

Formal training is conducted by the Personnel Pool, located in the Personnel Testing Branch, Personnel Division (Overt). Individuals trained are employees in clerical categories who are assigned to the Personnel Pool on a provisional, temporary basis pending "Secret" or "Full" clearance.

The purpose of the Personnel Pool training program is to increase and help maintain the clerical skills which the new employee is presumed to possess to a reasonable degree before entering on duty; to teach the proper use of English to those employees whose test scores indicate the need, emphasizing the vocabulary and phraseology peculiar to the Government and to CIA in particular; to acquaint the new employee with methods and procedures practiced in CIA offices, emphasizing the security requirements peculiar to this Agency; to instruct the individual employee in skills and practices relevant to his future work assignment wherever and to the greatest extent possible.

#### (1) Typing

Classes are set up for elementary typing, clerk-typing, and steno-typing. Instruction is also given in the use of dittoes, stencils, dictaphone, electric typewriters, multilith mats, carbons and typing shortcuts. The course is given on a continuing basis and its duration is three weeks.

#### (2) Shorthand

Students are enrolled in either an Intermediate or Advanced Shorthand Class. The course is given on a continuing basis.

#### (3) English Usage

This is given as an integrated course to all persons for whom a need is established. It is of three weeks duration.

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(4) Office Practice

This course is given to all clerical personnel in the Personnel Pool. Approximately 13 days are required for the presentation of this course.

(5) Two full time clerical skills instructors are used for presenting the above courses.

(6) Rotating assignments throughout the Personnel Office are scheduled for a group of junior administrative or management assistants. The purpose is to provide training for persons whose background shows special promise for effective performance in personnel administration. The trainees are assigned to various parts of the Personnel Office to become familiar with the functions and operations of these offices through firsthand observation and work performance activities.

The training program is of approximately one year's duration and is conducted on a continuing basis. The Chief, Personnel Studies and Procedures Staff is director of this program.

Since the beginning of this program during the summer of 1951, six persons have been selected as trainees.

Advisor for Management

(a) Management Training Program

The objective of this program is to have fully trained organization and methods examiners available for assignment throughout the Agency.

The trainee program is of 6 to 8 months duration and is conducted internally on a continuous basis. The Advisor and Deputy Advisor for Management are available as either consultants or instructors in carrying out this program. The program operation includes the following:

(1) Forms Analysis and Design

Two to four weeks of on-the-job training is given in the design and evaluation of CIA forms. Training in the techniques applicable to forms design and in related analytical processes as well as a familiarity with the forms control systems are the objective of this course.

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(2) Issuance Review

Two to four weeks of practical experience in developing, editing, and coordinating CIA Regulations is given. The objective is to gain an understanding of the mechanism involved and absorption of the substantive content of CIA Regulations.

(3) Development of Staffing Patterns

Two to four weeks of experience in developing and coordinating proposals for changes in tables of organizations is given. The trainee should absorb the pertinent facts regarding each T/O change and should, by operating the central controls, acquire a knowledge of the physical processes involved.

(4) Machine Methods

One month of experience assisting on various projects having to do with machine methods and office devices is given. Electrical accounting (IBM) machines will constitute the most significant phase of this training. The objective is to gain a familiarity with machine applications, sufficient to permit identification of problem areas.

(5) Records Management

One week of project experience as an assistant on the Agency's Records Management and Vital Documents Programs is given. The objectives of the Programs and the processes involved are examined.

(6) Organization and Methods Surveys

The trainee, working under the close supervision of a senior O and M examiner, will be assigned projects of gradually increasing responsibility until he has absorbed the practices, principle, and techniques relating to O and M surveys. This covers approximately 4 months duration.

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